

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration, particularly in light of the recent modifications to my role within the organization.

While I have greatly appreciated the opportunities and support provided during my time here, I believe that the recent changes do not align with my career goals and personal aspirations. I am grateful for the experiences I've gained and the relationships I've built during my employment.

I am committed to ensuring a smooth transition and am willing to assist in training my replacement during my remaining time.

Thank you for understanding, and I hope to keep in touch in the future.

Sincerely,
[Your Name]